



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Personnel Assistant 3 [Classified Competitive]</b>			Salary <b>Y22 \$59,521.38 - \$84,344.10</b>
Posting Number <b>277-22</b>	Position Number <b>951020</b>	Number of Positions <b>1</b>	Posting Period * From: <b>3/18/2022</b> To: <b>4/1/2022</b>
Location: <b>Human Resources Services 55 North Willow Street Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>This position will work in the Recruitment, Classification, and Promotions Unit in the Department of Health (DOH) Central Office. Will review forms submitted for exemption approval for new positions in accordance with DOH procedures and New Jersey Administrative Code 4A. Using the online workflow management system, HR Track, will review recruitment requests for appropriate classification and verification of all required documentation. This position will also review candidate resumes and necessary credentials to ensure the candidates meet the qualifications of the position in accordance with the Civil Service Commission (CSC) job specification. Will prepare promotional job announcements for assigned divisions in the Department and will process promotional certifications for assigned divisions. This position will also coordinate reclassification requests from divisions and/or employees and will prepare reclassification packages for review in accordance with CSC and DOH rules &amp; regulations.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of technical experience in a personnel program of a public or private organization.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHR@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Ann Marie Kopczynski, Manager 3, Human Resources Human Resources Services Reference Posting #277-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*